

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400120020-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Studies & Procedures Staff

DATE: 24 July 1952

FROM : Chief, Classification & Wage Division

SUBJECT: T/O Change for Graphics Register, OCD.

1. Attached herewith are forms 30-25 reflecting the change in title and position numbers of three positions in the Services Section, Photography Branch, Graphics Register of OCD.

2. Since the request includes no change in grade, or shift in organizational location of the positions, it is felt that the T/O change need not be coordinated with O&M or with the Comptroller.

3. This change is made in response to a verbal request from OCD.


25X1A9a

RJF/nf

Attachment

~~FORM NO. BOX NO. FLD NO. DOC. NO. 10 NO CHANGE~~
~~IN CLASS/ DECLASS/ CLASS CHANGED TO: RECLASS. JUST.~~
~~NEXT REV DATE: REV DATE: 1-1-53 235932 TYPE DOC. 02~~
~~NO. PGS 2 CREATION DATE: ORG COMP 03/07/52 ORG CLASS C~~
~~REV CLASS 4 REV COORD. AUTH: HR 70-3~~

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OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page 1 of 2 Pages	
COLLECTION & DISSEMINATION		J	1999/09/20	1999/09/20	A000400120020-2	Approved For Release 1999/09/20 : CIA-RDP78-03568A000400120020-2	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>GRAPHICS REGISTER</u> <u>PHOTOGRAPHY BRANCH</u> <u>SERVICES SECTION</u> Clerk Typing Clerk Typing Clerk Typing	GS-301 4 GS-301 4 GS-301 4	J 472.03 J 472.04 J 472.05	<u>GRAPHICS REGISTER</u> <u>PHOTOGRAPHY BRANCH</u> <u>SERVICES SECTION</u> Clerk Clerk Clerk	GS-301 4 GS-301 4 GS-301 4	J 579 J 579.01 J 579.02		
NEW OFFICE TOTALS			Verbal Request			OCD 7/24/52	
			APPROVAL				
25X1A9a			The T/O changes listed above are hereby approved. Please make changes on office until new machine printed T/O page(s) is  Chief, Classification & Wage TITLE				
FORM NO. 30-25 MAY 1952			CONFIDENTIAL Security Information T/O CHANGE AUTHORIZATION SIGNATURE				